



Job Opportunity

State Controller's Office

Position: Accountant Trainee/Accounting Officer (Specialist) | **Statewide**

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 622, Sacramento, CA 95814

Issue Date: August 9, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Lilia Leal, (916) 322-5343

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-4179-XXX
051-120-4546-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of an Accounting Administrator II, this position is primarily responsible for the Travel function of the Departmental Accounting Office. The individual in this position must have the ability to audit and process travel expense claims in a timely manner, have effective communication skills, and apply appropriate governmental accounting procedures.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Audit travel expense claims in accordance with DPA and Board of Control rules and regulations
- Batch and journalize travel expenditures
- Analyze and record remittance advices and receipts to allotment expenditure ledger and general ledger
- Audit, post, and maintain SCO Out of State Travel
- Responsible for the SCO American Express Corporate Card Program

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 622

Sacramento, CA 95814

Attn: Lilia Leal